

Gila County Recorder's Office - REV 09/25/08

**Sadie Tomerlin Dalton, Gila County Recorder
Recorder**

Globe Main Office:
1400 E. Ash St, Globe AZ 85501
(928) 402-8738 FAX 425-9270

Dawn Caldera, Chief Deputy

Payson Satellite Office
201 W. Frontier St, Payson AZ 85541
(928) 474-7139 FAX 472-3378

RECORDING REQUIREMENTS:

ARS 11-480: The document must be legible enough to create a clear, reproducible copy from the microfiche image. 10 point (not font) type is required by law. If the original is clear but below 10 point type, you may provide enlarged pages to record with your original. Do not forget to add the additional pages to your total number when figuring the recording fees. The first page shall have a top margin of 2" and is reserved for recordation and return address information. Documents shall be no smaller than 8-1/2" x 11" and no larger than 8-1/2" x 14". Any document which modifies or affects a previously recorded document or referencing a recorded document must reference it by recording number. Document must have original signatures and notary seal, copies are not accepted. ARS 11-1133, ARS 11-1134: Documents creating a transfer of ownership require either an Affidavit of Property Value or notation of applicable exemption code. **Make checks payable to: Gila County Recorder, \$25.00 will be charged on returned checks.** **Return postage is included in the base fee, SASE not required. Documents sent by mail must be mailed to the Globe office. The inclusion of a self addressed envelope will not affect the base fee.**

WEBSITE: recorder.gilacountyaz.gov Enter through the Grantor/Grantee index to do a records search. Data only is available online from 1985 to present, images and data are from 1998 to present. **Documents prior to 1998 do not have images available online.** Follow the instructions to print an unofficial copy, official copies are available upon request. Affidavits of Property Value are NOT available on the Recorder's website. **Main County website:** gilacountyaz.gov.

BASE RECORDING FEE -\$14 PER DOCUMENT (5 pgs or less) additional fees may apply (ARS11-475)

Deed/Deed of Trust/Mortgage	\$14.00 for the first 5 pages
Deed with Affidavit of Property Value	\$16.00 for the first 5 pages
Deed with Beneficiary Disclosure (Trust)	\$17.00 for the first 5 pgs/1 trust
Deed with Beneficiary Disclosure & Aff of Value	\$19.00 for the 1 st 5 pgs/1 trust, 1 AOV
Amendment/Modification/Assign/Releases	\$14.00 for the first 5 pages (1 ref. number)
Death Certificate/Power of Atty/Judgment	\$14.00 for the first 5 pages
UCC filing/amendment/termination	\$14.00 for the first 5 pages (1 ref. number)
Government Agencies	\$12.00 for the first 5 pages
Record of Survey Map/Subdivision Plat	\$28.00 per sheet
Government Agencies	\$18.00 per sheet
Military Discharges (DD214) ARS 11-465	no charge/ 3 certified copies included

Additional Recording Fees:

Additional pages (SEE PG 2)	\$ 1.00 per additional
Government Agencies	\$.50 per additional
Each Additional Caption or Title	\$ 3.00 per additional
Affidavit of Property Value (ARS 11-1134)	\$ 2.00 each
Disclosure of Beneficiaries of Trust (ARS 33-404)	\$ 3.00 per trust
Cross-referencing (docket/page or fee#)	\$ 3.00 per additional reference
Unable to record/return notification	\$ 2.00 per document

Mining Document Recording Fees:

Affidavit of Performance of Annual Work	\$19.00 for the first 5 pages (1 claim)
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Notice of Intent to Hold	\$19.00 for the first 5 pages (1 claim)
Maintenance Fee Receipt	\$14.00 for the first 5 pages (1 claim)
Notice of Mining Location	\$14.00 for the first 5 pages (1 claim)
Additional pages/attachments	\$ 1.00 per page
More than 1 claim per document	\$3.00 per additional claim

Copies and Certification:

Document copies	\$ 1.00 per page
Government rate	\$.50 per page
Postage per document	\$ 1.00 (documents only)
Certified Seal	\$ 3.00 per document
Faxing document copies	\$ 5.00 to fax, \$1.00 per page

SEARCHES:

UCC Searches	\$18.00 per search, \$1 copy, \$1 find
Computer search of records	\$10.00 per hour per search/name
Book Search of records	\$15.00 per hour per search/name

Quick reference – Additional Pages (base recording fee): per document

PGS	TOTAL	PGS	TOTAL
6	\$15	21	\$30
7	\$16	22	\$31
8	\$17	23	\$32
9	\$18	24	\$33
10	\$19	25	\$34
11	\$20	26	\$35
12	\$21	27	\$36
13	\$22	28	\$37
14	\$23	29	\$38
15	\$24	30	\$39
16	\$25	31	\$40
17	\$26	32	\$41
18	\$27	33	\$42
19	\$28	34	\$43
20	\$29	35	\$44